

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-2174



September 11, 1980

ALL-COUNTY INFORMATION NOTICE I- 101-80

TO: County Welfare Departments

SUBJECT: 1981-82 TITLE XX PLANNING GUIDELINES

REFERENCE:

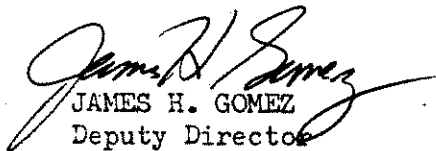
Attached are the guidelines for preparation of the 1981/82 local Title XX social services plan. As in previous years, the guidelines package includes a county-specific planning allocation and caseload projections for the 10 mandated programs. The 1981/82 planning allocation is the actual 1980/81 allocation adjusted upward by 6 percent. The package minimizes some of last year's requirements; these changes are summarized on page 5.

The local plans are due to the state by December 15, 1980. Please mail them to:

Department of Social Services  
AB 1642 Implementation Branch  
744 P Street  
Mail Station 5-135  
Sacramento, CA 95814

Departmental staff will contact each county by October 1 to offer assistance.

Sincerely,

  
JAMES H. GOMEZ  
Deputy Director

Attachment

1981-82 Title XX Planning Guidelines  
California Comprehensive Annual Service Program Plan

Prepared by:

AB 1642 Implementation Branch  
Adult & Family Services Division  
Department of Social Services  
744 P Street, MS 5-135  
Sacramento, CA 95814  
(916) 445-2174

## INTRODUCTION

The State Department of Social Services (DSS) has the responsibility for the development and publication of the California Comprehensive Annual Services Program Plan (CASPP) according to federal requirements contained in Title XX of the Social Security Act. The attached planning guidelines, which represent the initial phase of the CASPP development process, outline the minimum planning elements and local requirements. The format basically follows the same design utilized previously. DSS has established the following objectives for the 1981-82 planning process to:

1. minimize requirements for local plan development;
2. simplify/streamline the data collection format; and
3. provide ongoing transition toward meeting the requirements of the AB 1642 planning process.

The planning guidelines package has been divided into the following sections:

Section I - Overview of the Planning Process  
Section II - AB 1642  
Section III - Local Planning Requirements

The 1981-82 CASPP will be the final CASPP published in California prior to full implementation of AB 1642. Consequently, this planning guidelines package minimizes the requirements placed on the counties in their preparation of data for the 1981-82 CASPP. The 1982-83 CASPP will fulfill all requirements mandated by AB 1642. Planning guidelines for 1982-83 will be forwarded to the counties in January 1981.

Questions related to the guidelines or the planning process should be addressed to the AB 1642 Implementation Branch, 744 P Street, Sacramento, CA 95814. Staff will be available, as needed, to provide technical assistance to county staff throughout the planning cycle. For assistance or clarification, please contact:

Robert McKee  
CASPP Development Unit  
(916) 445-2174

## SECTION I

### OVERVIEW OF THE PLANNING PROCESS

The responsibility for the development and publication of the CASPP rests with DSS - specifically, the AB 1642 Implementation Branch of the Adult and Family Services Division. However, once the annual guidelines are published, the planning effort becomes locally focused, with county welfare departments assuming responsibility for the major portion of the data content of the CASPP.

The federal regulations under Title XX clearly intend that meaningful public participation be obtained for the planning of social services delivery. To achieve that aim, public participation is required in each county before the local plan is submitted to DSS. It has been found that the most useful input is generally received at the county level where it can be instrumental in the content development of the plans. In the past, it has not proven beneficial to the planning process to hold public hearings on the statewide plan. (Service availability, priority setting, etc., are all local management decisions and should, therefore, take into consideration such local input as available.) To establish a direct linkage between public participation and service delivery at the provider level, each county is required to use a local planning process which contains the following components:

- 1) Needs Assessment
- 2) Program Coordination
- 3) Resource Identification
- 4) Priority Setting
- 5) Resource Distribution

Development of the CASPP reverts to DSS when the local plans are compiled into the state plan, and printed as the proposed CASPP.

The next phase of the planning process is the 45-day Public Review Period, which gives citizens an opportunity to review the proposal for the delivery of Title XX social services for the following program year. The critical requirement is to make the Proposed CASPP available throughout the state and to solicit additional comments. Once the Public Review Period is over, and the comments have been analyzed, necessary changes are made and publication of the Final CASPP follows on July 1.

At the time the Final CASPP is published, it becomes the operational basis for the delivery of Title XX services throughout the state for the period July 1 through June 30. Any changes in the availability of services require an amendment. (See CFR 45, 228.36).

In summary, the major phases of the annual CASPP planning process are:

- Development of Planning Guidelines
- Preparation of Local Plans
- Development and Publication of Proposed CASPP
- Public Review Period
- Publication of Final CASPP

## SECTION II

### AB 1642

#### Background

AB 1642 (California Social Services Planning Act) requires the annual preparation of a state Title XX social services plan and a prediction of program utilization (PPU) for submission to the Legislature with the budget bill. The basis of the state plan and the PPU are the county-prepared plans. The objectives of the planning process are to:

1. describe social services needs;
2. describe all available funding resources and their limitations;
3. solicit input from a broad spectrum of the public;
4. coordinate and set priorities for the allocation of resources;
5. meet the greatest social services needs in an equitable and realistic manner;
6. coordinate methods of planning and delivery; and
7. provide that state, county, and federal social services funds be allocated through the planning process.

#### Transition

In April, 1980, DSS developed the "AB 1642 Implementation Plan" for the purpose of systematically and incrementally meeting the requirements of AB 1642 over a three-year time period. The plan describes the necessary tasks, methodologies, and time frames for the development of the ten major components of AB 1642 and the synchronization of the planning and budget cycles.

Effective July 1, 1979, DSS implemented a new fiscal claiming system to identify social services administrative costs by program, at the county level. This enabled DSS to integrate the Social Services Reporting Requirements (SSRR) caseload reporting system and the fiscal claiming system to produce a cost per case or unit cost system. The resulting data is included in the Services

Expenditure and Staffing Report (SEASR), which was first published in February, 1980, for the July-September, 1979, quarter. Development of this system meets one of the major requirements of AB 1642. The completion date was moved up from that required by AB 1642 because DSS considers the system an essential component for program management.

The Interim Planning Task Force (IPTF), which is another major component of AB 1642, convened in January, 1980, and will terminate on January 1, 1983. The IPTF is charged with advising and assisting the director and DSS in developing:

1. minimal standards used to measure adequacy of county plans relating to needs assessment, resource assessment, citizen participation, and evaluation;
2. standards and criteria used to determine if a county can plan less frequently than on an annual basis; and
3. steps to full implementation of the planning process which the counties must carry out during the three-year phase-in period.

The basic design and the developmental phase of a management information base for resource identification has now been completed with the implementation in the counties of the Human Services Classification System (AB 3507). This has provided a transition step towards the AB 1642 requirement for coordination of planning and services delivery.

The AB 1642 requirement to produce a comprehensive and coordinated social services plan which will be synchronized with the budget cycle necessitates that the planning process be extended from 12 to 18 months. Consequently, in January, 1981, the 1982-83 planning guidelines will be distributed to the counties. State staff will provide county training on the guidelines during February-April. The county plans are to be submitted to DSS by September. A state plan will then be developed for inclusion in the budget bill for 1982-83.

### SECTION III

#### LOCAL PLANNING REQUIREMENTS

##### County Welfare Department (CWD) Responsibility

1. The specific requirements outlined on the following pages reflect the minimum content necessary for the approval of local plans for the 1981/82 program year. All local plans are due to the state by December 15, 1980.
2. DSS will rely on the 1980/81 local plans for information on program coordination. If the methods will be different for 1981/82, submit those changes with the county plan.
3. The county must offer the opportunity for public input through: a) direct public participation (including advisory groups) during the development of the plan; or b) public review of the plan, once developed (the County Board of Supervisors' review and approval process is acceptable if the meeting is open to the public, and is announced 10 days in advance); or c) both public participation and review. Any county opting only for public

review of the plan must provide a local mechanism for addressing the input received.

#### Summary of Changes for 1981/82 Local Plans

In keeping with the DSS policy of minimizing the requirements placed on the counties in preparing their local plans for the 1981-82 CASPP, the number of forms have been reduced from eight to two: Form A - Needs Assessment/Optional Program Service-Funded Resources and Form B - Prediction of Program Utilization. Following is an explanation of each change.

1. Public Participation - This form has been eliminated; however, it is CWD's responsibility to offer the opportunity for public input into the local planning process.
2. Needs Assessment Narrative - This form has been eliminated; however, if the county conducts its own needs assessment, the process should be included in a narrative with the local plan.
3. The report of Optional Program Service-Funded Resources has been combined with Needs Assessment.
4. The two forms pertaining to Program Coordination have been eliminated. However, if there have been or will be changes, include those changes in a narrative with the local plan.
5. The report of Volunteer Services has been eliminated. Information pertaining to volunteers will be gathered from the quarterly reports submitted to the state.

#### Forms

##### NEEDS ASSESSMENT/OPTIONAL PROGRAM SERVICE-FUNDED RESOURCES (FORM A)

Reference: CFR 45-228.31: "The services plan shall describe the steps taken to assure that the needs of all residents of, and all geographic areas in, the state are taken into account in the development of the services plan."

Definition/Purpose: Needs Assessment is the process which identifies and measures local social service needs which Title XX programs may address. This identification of need assists in determining the appropriate direction for the provision of mandated services in the coming year. Various methods have been used by agencies in developing their estimates of need: community surveys; profiles; past service delivery counts; relevant target population studies; and state-provided caseload projections.

All mandated service programs are to be available in each county. The designation of specific optional program components that will also be available must be reflected in the local plan for inclusion in the CASPP. It is this identification process that establishes the authority for federal funding of optional programs in a county.

Required Activity: DSS will once again provide a statewide needs assessment in the form of county-specific client caseload projections by mandated service program. The methodology involved three basic steps: 1) a simple regression analysis and caseload projection based on statewide, quarterly SSRR data; 2) application of a statewide unduplication factor; and 3) county distribution of statewide caseload to each mandated service program (based on 1980/81 CASPP distribution ratios). During the May 1981 subvention process, the figures will be updated.

A county may opt to conduct a local needs assessment utilizing additional techniques; however, it is not required for the 1981/82 planning cycle.

Any county offering an optional program in 1981/82 must identify the service-funded resources available in that county.

Plan Content: (Form A)

1. Needs Assessment

- a. Enter the state-supplied caseload projections, by mandated program, in column 1.
- b. If a local needs assessment was conducted, enter the local estimates in column 2. Include a narrative of how the needs assessment was conducted.

2. Optional Program Service-Funded Resources

For each optional program to be offered, circle the number identifying the service-funded resources which will be used. The numbers relate to the service-funded resources found, by program, on pages 12-20 of the 1980/81 CASPP.

PREDICTION OF PROGRAM UTILIZATION (PPU)  
(FORM B)

Reference: CFR 45-228.27: "The services plan shall include estimates of state and federal expenditures applicable to the Title XX program as follows: For each discrete service, a list of estimated expenditures and estimated number of individuals to be served, by category of eligible individuals and by each geographic area;...."

Definition/Purpose: The PPU summarizes the decisions made during the planning process relating to: needs assessment; resource identification; and priority setting. The purpose of the form is to display, by eligibility category, the estimated number of people to be served and the estimated expenditures by program. The PPU also indicates the intent to purchase/contract for specific service programs.

Required Activity: DSS will once again provide a planning allocation (Attachment 2), which is the 1980-81 allocation plus six percent.



Specific requirements for the resource allocation are:

1. The total of estimated funds to be expended may not exceed the planning allocation figures furnished in Attachment 2.
2. Each county must provide for a 25 percent match for each program except for Family Planning, which is 10 percent.

NOTE: When allocating for In-Home Supportive Services (IHSS), include only staff activities (including assessment time and share-of-cost computation) and service arrangement for the provision/purchase of IHSS service-funded resources.

3. Title XX funding must be allocated to every mandated service unless alternate provision/funding for the specified program by another agency has been coordinated. In such cases, the responsibility remains with CWD to ensure that eligible recipients will be served, and that the service arrangement is the same or greater than would have been available through CWD.

Plan Content: (Form B)

1. For each program to be offered in 1981/82, place an "X" in the column(s) headed "Direct" or "Purchased" to indicate method of service delivery.
  - a. Direct Delivery Method: Services provided directly by the staff of the CWD, including eligibility determination and needs assessment.
  - b. Purchase Delivery Method: Service delivery purchased from either an individual or a public/private agency.
2. The caseload figures in this section of Form B represent the estimated number of persons to be served during 1981/82. They do not necessarily represent all of the potential persons in need of service.
  - a. Enter in column 5 the total estimated number of persons to be served for each program.
  - b. Distribute the total number among the eligibility categories, as appropriate.

NOTE: When planning for optional programs, clients may be served "without regard to income", only if there is an open case in one of the following mandated services: Child Protective Services, Adult Protective Services, or court-ordered Out-of-Home Care for Children.

Domestic violence programs are not to be funded by Title XX.

EDIT CHECK: Columns 1 + 2 + 3 + 4 = 5

3. A county may not exceed their total 1981/82 allocation of funds (see Attachment 2).
  - a. On the intersection of "Grand Total (sum of mandated/optional)" and column 10, enter your county's 1981/82 allocation (from Attachment 2).

- b. Distribute the federal Title XX funds among all the programs which will be available in your county during 1981/82 (column 10).
- c. Compute the required county match for each program and enter into column 11.
- d. Enter any additional county funding that is available for Title XX into column 12.

NOTE: DO NOT INCLUDE FUNDS FROM: IV-A, IV-B, IV-C, or CETA IN THIS COLUMN. FOR ANY FIGURES ENTERED INTO COLUMN 12, INDICATE SOURCE OF FUNDING.

- e. Total columns 10, 11, and 12 and enter in column 13 "Grand Total".
- f. Distribute column 13 funds among the eligible categories in proportion to the estimated number of persons to be served.

EDIT CHECK: Columns 6 + 7 + 8 + 9 = 13

Columns 10 + 11 + 12 = 13

## TITLE XX CASELOAD PROJECTIONS

ATTACHMENT 1

FY 81-82

COUNTIES	1. I & R	2. CPS	3. APS	4. OHC-C	5. OHC-A
ALAMEDA	154,856	8,013	558	2,436	155
ALPINE	361	30	33	10	9
AMADOR	1,366	174	98	51	18
BUTTE	3,441	1,568	33	558	64
CALAVERAS	224	348	33	102	9
COLUSA	275	174	33	21	2
CONTRA COSTA	41,295	5,922	1,182	2,030	310
DEL NORTE	1,366	348	33	51	9
EL DORADO	3,441	523	98	203	46
FRESNO	8,603	5,400	1,116	1,776	393
GLENN	654	174	15	102	9
HUMBOLDT	6,760	1,568	230	203	55
IMPERIAL	3,441	1,219	66	254	37
INYO	275	174	66	51	9
KERN	8,603	3,658	230	1,319	100
KINGS	1,721	871	164	152	27
LAKE	1,721	370	98	102	27
LASSEN	740	348	33	102	18
LOS ANGELES	639,649	49,296	11,938	15,832	837
MADERA	5,162	1,393	66	254	18
MARIN	5,162	697	295	406	55
MARIPOSA	568	68	18	10	3
MENDOCINO	8,603	745	131	226	119
MERCED	12,044	3,832	1,214	507	18
MODOC	103	174	7	20	9
MONO	396	174	66	13	1
MONTEREY	13,765	3,135	394	457	118
NAPA	1,366	370	164	304	119
NEVADA	1,366	348	131	102	27
ORANGE	53,339	10,974	492	2,588	958
PLACER	1,721	557	295	152	64
PLUMAS	413	174	66	51	4
RIVERSIDE	12,044	5,226	1,083	1,928	602
SACRAMENTO	48,178	7,490	952	1,522	319
SAN BENITO	344	63	33	51	9
SAN BERNARDINO	34,413	8,710	919	1,776	839
SAN DIEGO	254,653	14,632	3,578	3,248	858
SAN FRANCISCO	24,089	2,787	854	1,827	456
SAN JOAQUIN	18,927	2,961	427	964	356
SAN LUIS OBISPO	516	1,045	98	254	64
SAN MATEO	29,251	2,613	558	1,167	602
SANTA BARBARA	8,603	2,090	98	558	27
SANTA CLARA	172,063	4,355	2,199	2,436	466
SANTA CRUZ	17,206	1,742	459	355	82
SHASTA	2,686	1,568	65	355	18
SIERRA	413	44	9	24	9
SISKIYOU	757	370	16	16	9
SOLANO	6,883	2,264	164	406	27
SONOMA	13,765	1,916	394	609	237
STANISLAUS	13,765	3,658	492	609	119
SUTTER	1,721	697	66	102	27
TEHAMA	1,721	174	16	11	9
TRINITY	120	174	66	51	9
TULARE	22,368	2,787	197	660	137
TUOLUMNE	3,411	348	33	203	27
VENTURA	43,016	1,916	263	812	37
YOLO	5,162	1,045	262	203	54
YUBA	1,721	697	121	152	82
GRAND TOTAL	1,720,626	174,191	32,828	50,744	9,128

COUNTIES	6. Day Care	7. Health-Related	8. Family Planning	9. IHSS	10. Employment- Related
ALAMEDA	563	3,435	524	9,176	88
ALPINE	48	13	19	2	12
AMADOR	80	21	19	158	18
BUTTE	4	196	10	1,740	6
CALAVERAS	16	30	38	316	18
COLUSA	0	22	19	73	3
CONTRA COSTA	1,087	1,865	133	6,012	65
DEL NORTE	48	25	67	158	18
EL DORADO	64	393	143	475	6
FRESNO	515	3,828	438	5,379	141
GLENN	6	98	38	158	6
HUMBOLDT	113	1,668	162	791	41
IMPERIAL	32	785	438	791	6
INYO	80	98	0	158	18
KERN	113	981	171	2,690	118
KINGS	5	9	19	633	12
LAKE	16	98	10	633	6
LASSEN	16	43	29	158	18
LOS ANGELES	1,945	49,022	446	48,600	100
MADERA	177	1,570	124	791	12
MARIN	370	196	114	791	130
MARIPOSA	6	11	10	73	2
MENDOCINO	96	196	0	633	24
MERCED	209	27	76	1,107	1
MODOC	0	37	19	73	6
MONO	5	16	38	14	12
MONTEREY	48	393	257	949	6
NAPA	1	3	1	316	24
NEVADA	80	196	95	475	29
ORANGE	868	1,865	143	5,854	65
PLACER	145	589	114	633	77
PLUMAS	16	98	48	158	6
RIVERSIDE	756	5,594	181	5,221	153
SACRAMENTO	611	1,374	1,247	4,588	18
SAN BENITO	5	0	0	158	65
SAN BERNARDINO	1,270	4,711	276	8,860	112
SAN DIEGO	1,699	5,594	0	9,651	724
SAN FRANCISCO	1,104	883	1,114	8,227	2,384
SAN JOAQUIN	225	2,552	447	3,322	124
SAN LUIS OBISPO	16	31	10	475	6
SAN MATEO	868	883	257	2,848	165
SANTA BARBARA	241	196	48	1,740	6
SANTA CLARA	675	3,926	238	6,012	642
SANTA CRUZ	724	294	181	1,582	6
SHASTA	113	196	38	1,266	53
SIERRA	32	98	19	51	18
SISKIYOU	5	98	38	158	2
SOLANO	1	491	67	1,107	1
SONOMA	145	785	257	2,215	88
STANISLAUS	257	29	390	3,164	24
SUTTER	80	98	19	475	18
TEHAMA	16	30	19	475	6
TRINITY	2	98	67	158	18
TULARE	289	1,472	626	3,164	94
TUOLUMNE	16	98	10	316	6
VENTURA	32	491	48	1,740	12
YOLO	80	3	105	633	35
YUBA	48	294	57	633	12
GRAND TOTAL	16,082	98,146	9,521	158,207	5,886

## PLANNING ALLOCATIONS

ATTACHMENT 2 FY 81-82

COUNTIES	(1980-81 allocation plus 6%)				
ALAMEDA	8,074,495				
ALPINE	28,885				
AMADOR	45,106				
BUTTE	757,466				
CALAVERAS	94,492				
COLUSA	81,955				
CONTRA COSTA	7,279,874				
DEL NORTE	111,159				
EL DORADO	394,482				
FRESNO	2,885,987				
GLENN	89,294				
HUMBOLDT	792,481				
IMPERIAL	543,407				
INYO	86,388				
KERN	2,824,674				
KINGS	520,165				
LAKE	191,736				
LASSEN	81,342				
LOS ANGELES	55,443,519				
MADERA	520,165				
MARIN	1,142,469				
MARIPOSA	34,097				
MENDOCINO	539,431				
MERCED	1,027,947				
MODOC	39,295				
MONO	28,885				
MONTEREY	1,318,916				
NAPA	434,389				
NEVADA	180,269				
ORANGE	4,651,064				
PLACER	495,396				
PLUMAS	95,869				
RIVERSIDE	3,241,785				
SACRAMENTO	7,181,865				
SAN BENITO	85,012				
SAN BERNARDINO	4,298,782				
SAN DIEGO	9,873,057				
SAN FRANCISCO	6,549,376				
SAN JOAQUIN	3,241,938				
SAN LUIS OBISPO	673,371				
SAN MATEO	3,858,278				
SANTA BARBARA	1,322,431				
SANTA CLARA	9,428,118				
SANTA CRUZ	1,155,006				
SHASTA	785,753				
SIERRA	28,885				
SISKIYOU	144,491				
SOLANO	1,125,955				
SONOMA	1,816,146				
STANISLAUS	2,220,413				
SUTTER	292,650				
TEHAMA	182,256				
TRINITY	48,622				
TULARE	1,671,350				
TUOLUMNE	136,540				
VENTURA	1,856,664				
YOLO	545,548				
YUBA	387,448				
GRAND TOTAL	152,986,840				



**CALIFORNIA COMPREHENSIVE ANNUAL  
SERVICES PROGRAM PLAN  
LOCAL PLAN FORM PACKAGE**

**CONTENT**

- A      Needs Assessment/Optional Program Service—Funded Resources**
- B      Prediction of Program Utilization**

## CALIFORNIA ANNUAL SERVICES PROGRAM PLAN

## NEEDS ASSESSMENT/OPTIONAL PROGRAM SERVICE-FUNDED RESOURCES

A

NAME OF AGENCY	NEEDS ASSESSMENT 1981-82		DATE (MO - YEAR)
SERVICES PROGRAM	STATE (1)	LOCAL (2)	OPTIONAL PROGRAM SERVICE - FUNDED RESOURCES
1. Information and Referral			
2. Protective Svcs. - Children			
3. Protective Svcs. - Adults			
4. Out-of-home - Children			
5. Out-of-home - Adult			
6. Child Day Care			
7. Health-Related			
8. Family Planning			
9. In-home Supportive Admin.			
10. Employment-Related			
11. Special Care for Children in Their Own Home			1 2
12. Home Management			1 2
13. Employment/Education/ Training			1 2
14. Service to Children with Special Problems			1 2 3 4
5. Alleviate/Prevent Family Problems			1 2
16. Sustenance			
17. Housing Referral			1
18. Legal Services			1 2
19. Diagnostic Treatment - Children			1 2
20. Services - Blind			1
21. Services - Adult			1
22. Services - Disabled			1 2 3 4 5
23. County Jail			
TOTAL			

Circle the number of service-funded resources which will be used to deliver each optional program included in your plan. The numbers relate to the service-funded resources found by program on pages 12-20 of the 1980/81 Comprehensive Annual Services Program Plan.